

CLAIMS

What is claimed is:

- 1 1. A method for alerting a manager of an outstanding task, comprising the steps  
2 of:
  - 3 (a) maintaining a database of tasks;
  - 4 (b) determining a due date associated with the tasks;
  - 5 (c) monitoring a status of the tasks; and
  - 6 (d) generating alerts based on the due date and status of the tasks.
- 1 2. The method as recited in claim 1, wherein the status provides an indication as  
2 to whether documents associated with the tasks have been submitted to the  
3 database.
- 1 3. The method as recited in claim 1, wherein the alerts include electronic  
2 message notifications transmitted utilizing a network.
- 1 4. The method as recited in claim 3, wherein the network includes the Internet.
- 1 5. The method as recited in claim 1, wherein the alerts are transmitted to a  
2 manager.
- 1 6. A computer program product for alerting a manager of an outstanding task,  
2 comprising:
  - 3 (a) computer code for maintaining a database of tasks;
  - 4 (b) computer code for determining a due date associated with the tasks;
  - 5 (c) computer code for monitoring a status of the tasks; and
  - 6 (d) computer code for generating alerts based on the due date and status of the  
7 tasks.